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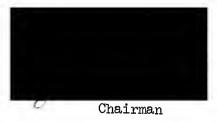
4 January 1972

MEMORANDUM FOR: Records Board Members

SUBJECT

: First Draft -- Semi-Annual Report

- 1. Attached for your review is the first draft of the January 1972 Semi-Annual Board Report to the Executive Director-Comptroller.
- 2. I have included the several major topics reported to me, but now, this draft must be shortened and significant details of interest to Top Management highlighted. Therefore, I am asking each member to wear his Agency hat and edit this draft as he sees appropriate.
- 3. Please return your edited version to me at 702 Magazine Building by the Close of Business Wednesday, 5 January. I shall then develop draft two. If necessary we shall meet for a final discussion of that draft either late this week or early in the next.



25X1A

Attachment
Draft - 28 Dec. 1971